Defense Travel Management Office

DoD Integrated Lodging Program

Program Pilot Guide

August 24, 2015

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Revision History

Revision	Date	Author	Revision/Change Description	Section(s)
1.0	6/4/15	DTMO	New	All
1.1	6/11/15	DTMO	1. Added program launch date 2. Clarified "No Lodging" pre-audit availability 3. Clarified CTO should not reserve DoD lodging 4. Highlighted cautions	3 5.6.1 7.1 Throughout
1.2	6/16/15	DTMO	Added Navy Gateway Inns & Suites as available DoD lodging	4
1.3	6/18/15	DTMO	1. Removed WPAFB lodging from PPV list 2. Clarified program launch date 3. Added projected available DoD lodging dates for Army Lodging and Navy Lodge 4. Insert Appendix C, Screenshot of Reason Codes 5. Moved old Appendix C (Acronyms) to Appendix D	1.1, 1.2 3 4 App C App D
1.4	6/23/15	DTMO	1. More verbiage against using CTO for DoD lodging 2. Added links to active pilot locations and rates 3. Added Army Lodging available DoD lodging	7.1, App B 3 4
1.5	7/9/15	DTMO	Added Navy Lodge as available DoD lodging	4
1.6	7/14/15	DTMO	Removed Ft. Lee and Ft. Benning as having available DoD lodging	4
1.7	8/6/15	DTMO	Corrected small typos Removed problem that has been fixed	Throughout 7.3
1.8	8/24/15	DTMO	Updated lodging checkbox information	5, 5.1

Section 1: Introduction

On June 15, 2015, DoD will launch a pilot test of the Integrated Lodging Program (ILP). While we are publicizing this Guide before that date, its contents will not go into effect until the ILP Pilot actually launches. It presents information about the ILP pilot and its effect on the Joint Travel Regulations (JTR), online lodging reservation selection options, and the Defense Travel System (DTS).

1.1 Lodging Types

The ILP pilot involves several different types of lodging facilities. The DoD has three major lodging programs. Each governs several lodging types. Not all are involved in the ILP pilot. The list below contains a short definition of each lodging type, and addresses whether it is part of the ILP pilot.

Key to the appearance of the lodging types listed below:

Lodging type: Part of the ILP pilot; displays in DTS, and is therefore discussed in this Guide.
Lodging type: Not part of the ILP pilot, but displays in DTS and is therefore discussed in this Guide.
Lodging type: Not part of the ILP pilot; does not display in DTS, and is not discussed in this Guide. They are included only to provide a more complete list of lodging types.

- **DoD Lodging Program**: Facilities are owned or leased by the DoD. They are usually, but not always, located on a U.S. Government installation (henceforth, simply "installation") and run by DoD personnel. Lodging types include:
  - **DoD Lodging Facilities**: Lodging for official travelers and their families. Examples include Army Lodging, Navy Gateway Inns & Suites, Navy Lodge, Air Force Inns, Marine Corps Transient Housing, Inns of the Corps, and various Guard and Reserve lodging facilities.
  - **Recreational Lodging Facilities**: Resort lodging such as Morale, Welfare, and Recreation facilities and Armed Forces Recreation Centers.
  - **Military Treatment Facilities:** Lodging that supports military medical centers (e.g., Fisher/Nightingale Houses).

- **Public-Private Venture (PPV) Lodging Program**: Although PPV is a type of commercial lodging, these privatized, corporately-owned facilities are located on or near installations. They are always corporately branded; e.g., IHG Army Hotels, Holiday Inn Express, Candlewood Suites, Chalet Susse International. You can find them at:
  - **Privatized Army Lodging (PAL) Facilities** : Most CONUS and non-foreign OCONUS facilities
  - **Army PPV Facilities**: Ft. Bragg, NC; Ft. Irwin, CA; Schofield Barracks, HI; and West Point, NY
  - **Navy PPV Facilities**: Groton, CT and Newport, RI

- **Commercial Lodging Program:** Facilities are always located off installations. They are owned and managed by corporations. Commercial lodging categories are listed below:
    - **Preferred Lodging Facilities** have signed agreements with the DoD to meet strict safety, security, and service standards, and offer rooms below DoD per diem limits.
    - **Enhanced Use Lease (EUL) Lodging Facilities** were acquired via the Department of Veterans Affairs EUL program and are located on some CONUS Air Force installations.
    - **Other Federal Facilities** are provided by vendors that have contracts or agreements with other Government organizations. Governing programs include but are not limited to: GSA FedRooms*, Navy Elite, and Army Lodging Success.
    - **Safety-Compliant Lodging Facilities** are not part of the ILP pilot, but meet all Federal Emergency Management Agency (FEMA) and DoD safety and security requirements. They do not have signed agreements with the Government, but may offer services and amenities similar to those offered by Preferred commercial lodging facilities.
    - **Other Lodging Facilities** do not meet the criteria for any of the above options. Listed in DTS under "**Other Published Rates**".

    *In this category, only GSA FedRooms properties display in DTS; however, even those are not part of the ILP pilot, and none are mentioned again in this Guide.

1.2 ILP Pilot Locations

Although future expansion is possible, only a few ILP pilot locations are currently identified. Select the link to see the full list, but they are all in or near the following locations:

Metro Area*	Installation(s)
Charleston, SC	Joint Base Charleston
Dayton, OH	Wright-Patterson AFB
Norfolk, VA	All area U.S. installations
Saratoga Springs, NY	Naval Support Activity Saratoga Springs
Seattle-Tacoma Airport area, WA	None
Tampa, FL	MacDill AFB
Twentynine Palms, CA	Marine Air/Ground Combat Center

*In this Guide, a "metro area" is any location that is not on an installation. Specific pilot site metro areas are identified by zip code.

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Section 2: Primary Program Benefit: Better Lodging at Lower Cost

Preferred commercial lodging facilities provide all or most of the following benefits and conveniences to the traveler. Many of these also apply to DoD lodging facilities.

- Easy to book through DTS (New for DoD lodging!)
- AAA "two diamond" or better rating
- FEMA and DoD fire safety-certified and security monitored
- Americans with Disabilities Act (ADA) and Virginia Graeme-Baker Act (pool safety) compliant
- On- or near-installation locations
- Last room availability
- No blackout dates or minimum length stays
- Free breakfast, restaurant on site or safely available
- Free parking and fitness facility privileges
- Well-lit public areas (to include parking lots)
- Room entry doors on interior hallways and have locks, dead bolts, and "peep hole" viewers
- Rooms have at least 300 square feet of floor space
- Non-smoking rooms available
- Room furniture, towels, sheets, etc. replaced every 5 years
- Free in-room WiFi, cable/satellite TV, refrigerator, microwave, coffee maker, iron/ironing board, clock radio, hair dryer, climate control
- Free in-room safe or on-site safety deposit box large enough for laptop computer
- On-site washer/dryer and one-day laundry/dry cleaning
- If overbooked, staff finds accommodation and provides transport

Of course, the ILP pilot provides benefits to the Government as well, in the form of significant monetary rewards. The ILP pilot:

- Leverages buying power to lower lodging costs
    - Daily rates at least 10% below per diem limits
    - Increased use of lower-cost DoD lodging facilities
- Eliminates many additional fees
    - No cancellation fee if traveler cancels before 6pm on arrival day
    - No deposits, early checkout penalties, or resort fees
- Requires hotel staff to advise traveler if Federal tax exemption is available
- Guarantees acceptance of GTCC as payment for lodging to increase Government Travel Charge Cards (GTCC) rebates for DoD Components
- Reduces the number of online reservation systems DoD must maintain

Section 3: Travel Policy

Note: Throughout the majority of this Guide, "you" are the traveler, regardless of your actual DTS role.

The ILP pilot is strictly a DoD program. If you belong to a non-DoD uniformed service – the U.S. Coast Guard (USGC), National Oceanographic and Atmospheric Administration (NOAA), and the U.S. Public Health Service (PHS) – you are not affected by it.

The JTR, par. 1265 contains regulations that apply to **all DoD travelers.** A summary of those regulations appears below. For full details, see the JTR.

- JTR, par. 1265 applies when all of the following are true about the trip:
  - It is to one of the ILP pilot locations
  - Approval occurred on or after either June 15, 2015 or the date the ILP pilot begins at the TDY destination, whichever is later (active pilot locations with applicable dates)
  - The traveler is staying less than 30 nights
- If you are TDY to an installation at an ILP pilot location, you must use DoD lodging, if it's available*. If it's not available, you must use Preferred commercial lodging, if it's available.

  *For DoD lodging to be considered available, the facility must be connected to DTS (see Section 4).

- If you are TDY to a metro area at an ILP pilot location, you must use Preferred commercial lodging, if it's available.
- If you decline to use available, mandatory lodging, your lodging reimbursement is limited as shown in Table 3-1.
  - If mission requirements demand the use of the selected lodging, the Authorizing Official (AO) may authorize full lodging reimbursement instead (see Appendix A for instructions).
  - Typical exemptions from mandatory use:
    - DoD lodging: Flag officers, SES travelers, and travelers on one-night stays.
    - Preferred lodging: Travelers who select one of the reason codes mentioned in Section 5.6.1.

Table 3-1: ILP Pilot Lodging Reimbursement Limits

ILP Pilot Lodging Reimbursement Limits		
When on a qualifying TDY to an ILP pilot location …	**… If you aren't exempt and decline to use …**	**… Your lodging reimbursement is limited to …**
Installation	Available DoD lodging	The cost of the DoD lodging*
Metro area	Available Preferred commercial lodging	The highest negotiated Preferred commercial lodging property rate in the metro area*

*Or the per diem limit – whichever is lower.

Section 4: Booking DoD Lodging through DTS

Travelers can select DoD lodging in DTS, because the system interfaces with a DoD lodging availability database called the Defense Lodging System (DLS). DLS essentially serves as a Global Distribution System for DoD lodging.

You can use DTS to make DoD lodging reservations on many installations around the world, not only at pilot locations. Facilities connected to DLS and DTS include:

- Air Force Inns on Air Force installations worldwide
- Navy Gateway Inns & Suites and Navy Lodge on Navy installations worldwide
- Army Lodging on Army installations in foreign OCONUS areas and in Charlottesville, VA

Additional facilities are expected to connect to DLS in the following order:

- (Later) Transient Quarters on Marine Corps installations worldwide
- (Later) Inns of the Corps on Marine Corps installations worldwide
- (Later) Various National Guard and Reserve lodging facilities

Important note regarding booking DoD Lodging in DTS:
If you are TDY to an installation and rooms are available in DoD lodging, DTS functionality and automatic lodging reimbursement limits vary (see Table 4-1) depending on the following factors:

1. Whether the installation is at a pilot location or non-pilot location
2. Whether or not the lodging facility is connected to DLS
3. Whether you are a military member or civilian employee

Table 4-1: DTS Functionality and Lodging Reimbursement when TDY to an Installation

DTS Functionality and Lodging Reimbursement when TDY to an Installation			
Are you TDY to an ILP Pilot Location?	Is the DoD lodging facility connected to DLS/DTS?	DTS Functionality	DTS Automatic Lodging Reimbursement Limit When You Decline Available DoD Lodging
Yes	Yes	As described in Section 5.2.2	DoD lodging use is required for all DoD travelers, so DTS limits all DoD travelers to the **DoD lodging cost**.[1]
No			DoD lodging use is required for military members, so DTS limits military members to the **DoD lodging cost**.[1] DoD lodging use is not required for civilian employees, so DTS does not automatically limit[2] the lodging reimbursement for civilian travelers.
Yes	No	The **DoD Lodging** and **Preferred Lodging** tabs described in Section 5.2.2 are disabled. To use DoD lodging, you must follow your local polices to book it outside DTS.[3]	DoD lodging use is required for military members, but not for civilian employees. DTS does not automatically limit[2] the lodging reimbursement for any traveler.
No			

[1]NTE the locality per diem rate, unless the AO approves an actual expense allowance.

[2]However, all travelers must ensure the lodging cost in DTS reflects the estimated or actual cost of the selected lodging. For uniformed travelers, the JTR limits that cost to the **DoD lodging cost**. Footnote[1] also applies to both military and civilian travelers.

[3]Options include, in preference order:

1. Book online using dodlodging.net
2. Contact the lodging provider using their online booking tool, email, phone, etc.
3. Contact the CTO to make reservations for you

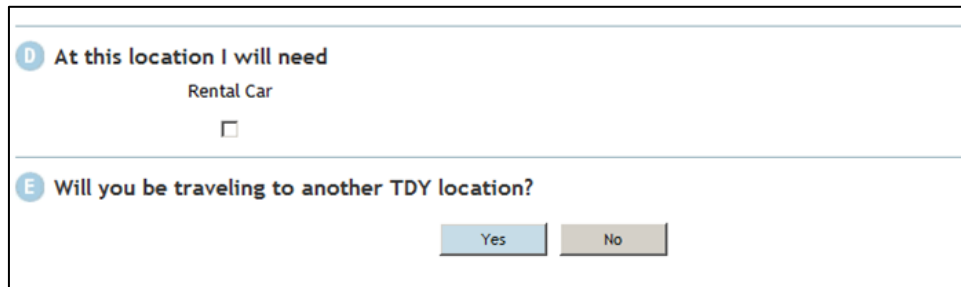# Section 5: DTS Functionality

DTS contains the functionality needed to support the ILP pilot. A brief summary of that functionality follows. All items are expanded later in later sub-Sections.

ILP pilot-related support to DTS includes:

- Trip Overview (Itinerary) screen: The **Lodging** check box has been removed (see Section 5.1). You must visit the Lodging screen.
- Lodging screen (see Section 5.2):
  - Tabs organize lodging by type (e.g., DoD lodging, Preferred commercial lodging).
  - Initially, only one lodging tab (your best choice per the JTR) is active
  - A button allows you to decline mandatory lodging or skip the reservation process.
  - Special tools for DoD lodging help you:
    - Find lodging when up to 13 family members travel together.
    - Find lodging when attending a group event.
  - Location selection links appear when modifying reservations (see Section 5.3).
  - Pop-up warnings appear when declining mandatory, available lodging types.
  - A pop-up warning appears when sending ADA-related request to a DoD lodging facility (see Section 5.4).
- Preview Trip screen: A field (see Section 5.5) shows if you have:
  - Declined available, mandatory lodging types.
  - Received a Certificate of Non-Availability (CNA) number.
- Pre-Audit Trip screen: Pre-audit flags and advisories appear when you do not use available, mandatory lodging types (see Section 5.6).
- Reports: Reports monitor traveler use of mandatory lodging types (see Section 5.7).

5.1 Trip Overview (Itinerary) Screen

The Lodging checkbox has been removed from the Trip Overview screen (see Figure 5-1). The Trip Overview screen is the screen you see when first creating your TDY itinerary. The DTS automated reservations flow process always takes you to the Lodging screen. If you don't need lodging on your trip, just use the Decline/Skip option (see Section 5.2).

Figure 5-1 –Trip Overview (Itinerary) Screen (detail) with No Lodging Checkbox

5.2 Lodging Screen

On the Lodging screen (see Figure 5-2), lodging facilities are grouped by type and displayed under four tabs ❶. Certain tools on the Lodging screen vary depending on which tab is selected. Variable content includes:

1. The label and function of a button to decline mandatory lodging types or skip optional lodging types ❷ (henceforth called the Decline/Skip button; see Table 5-1).
2. When the **DoD Lodging** or **Preferred Lodging** tab is selected, the dates and locations in the Modify Search area ❸ are read-only.
3. When **DoD Lodging** is selected, additional tools ❹ appear in the Modify Search area (see Table 5-2).

Figure 5-2 – Lodging Screen, DoD Lodging Tab

5.2.1 Lodging Screen Tools that Change with Tab Selection

The Decline/Skip button ❷ on the Lodging screen (see Figure 5-2) changes label and function depending on the selected tab (see Table 5-1). The items at the bottom of the Modify Search area ❹ (see Figure 5-2) only appear if the DoD lodging tab is selected (see Table 5-2).

Table 5-1: Lodging Screen, Decline/Skip Button Labels and Functions

Lodging Screen, Decline/Skip Button Labels and Functions		
Selected Tab	**Button Label**	**Button Function**
DoD Lodging	**Decline DoD lodging**	Search for lodging other than available, mandatory lodging. DTS automatically limits your reimbursement as described in Section 3 unless the AO overrides the limitation as described in Appendix A.
Preferred Lodging	**Decline Preferred Lodging**	
Govt Safety Compliant Lodging	**Skip This Hotel**	Leave the screen without making lodging reservations at this location, for example, if you are on field duty or staying with relatives or friends.
Other Published Rates		

Table 5-2: Lodging Screen, Modify Search Area Functions

Lodging Screen, Modify Search Area Functions		
Selected Tab	**Text Box**	**Text Box Function**
DoD Lodging	**Number of Adults**	Search for rooms for up to 13 family members (4 adults and 9 children) on official travel. The facility issues a CNA number if it cannot accommodate all travelers.
	Number of Children	
	Group ID	Reserve a room blocked for attendees at an event (class, exercise, etc.). The event organizer provides the Group ID number. The facility issues a CNA number if it cannot accommodate the traveler in one of the blocked rooms.
Preferred Lodging		
Govt Safety Compliant Lodging	Above text boxes do not appear in the Modify Search area.	
Other Published Rates		

5.2.2 Lodging Screen Tabs (Overview)

The Lodging screen has four tabs, each of which displays a different lodging type (see Table 5-3). Initially, only one tab is active, but declining mandatory, available rooms could result in up to three tabs being active at once.

Table 5-3: Lodging Screen Tabs

Lodging Screen Tabs		
Tab name	**Tab enabled if all of the following criteria apply**	**Mandatory use of lodging type?**
DoD Lodging	1. TDY to an installation 2. DoD lodging facility connected to DLS 3. DoD lodging facility has available rooms	Yes, unless civilian is TDY to a non-ILP pilot location or a JTR exemption applies
Preferred Lodging	1. TDY to a metro area at an ILP pilot location –OR– TDY to installation at ILP pilot location and DoD lodging declined / has no available rooms 2. Preferred commercial property has available rooms	Yes, if no DoD lodging is available, and no JTR exemptions apply
Govt Safety Compliant Lodging	1. TDY to other than ILP pilot location –OR– TDY to ILP pilot location and all mandatory lodging declined / has no available rooms 2. Safety compliant facility has available rooms	Use is never mandatory
Other Published Rates	As above, but no safety compliant facility has available rooms	

The following sections introduce the criteria that determine when each tab is initially active, and available options beyond the initial search result.

5.2.3 DoD Lodging Tab

The **DoD Lodging** tab (see Figure 5-1) is initially enabled when all of the following apply:

1. You are TDY to an installation.
2. The DoD lodging facility that serves that installation is connected to DLS.
3. The facility has available rooms.

At this point, the **Request Assistance in Booking Hotel** button is disabled. To make a reservation, select the DoD lodging facility (**Select Hotel**) on this screen and the room class (**Select Room**) on the next screen (see Figures 5-3 and 5-4).

Figure 5-3 – Lodging Screen, **Select Hotel** Button

Figure 5-4 – Lodging Screen, **Select Room** Button

If you do not want to use DoD lodging, select **Decline DoD Lodging**. DTS provides a pop-up (Figure 5-5) warning you of the possible repercussions of declining available, mandatory DoD lodging. If you elect to continue, DTS:

1. Enables the left-most currently disabled lodging tab that has available rooms
2. Leaves the **DoD Lodging** tab enabled
3. Leaves the other two tabs disabled
4. Activates the **Request Assistance in Booking Hotel** button

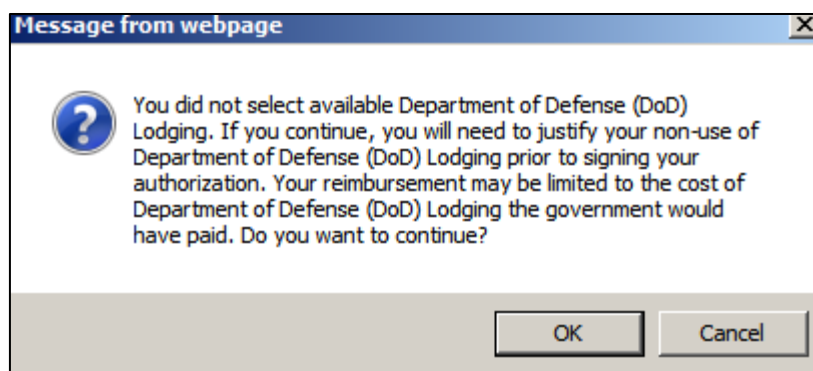The above actions are summarized in Table 5-4.

Figure 5-5 – Lodging Screen, Warning Pop-up

Table 5-4: Lodging Screen Functions, DoD Lodging Available

Tab	Name	Initial Status	After Declining DoD Lodging
Lodging Screen Functions DoD Lodging Available			
1	**DoD Lodging**	Enabled	Enabled
2	**Preferred Lodging**	Disabled	• Enabled if a room is available; otherwise, disabled • If you also decline Preferred lodging, this tab remains enabled
3	**Govt Safety Compliant Lodging**	Disabled	Enabled if required lodging is not available or is declined, and a room is available; otherwise disabled
4	**Other Published Rates**	Disabled	Enabled if required lodging is not available or is declined, and no Govt Safety Compliant Lodging is available; otherwise disabled
N/A	**Request Assistance Booking Hotel**	Disabled	Enabled

If you are TDY to an installation, but the DoD lodging facility has no available rooms, the Lodging screen (see Figure 5-6) updates to display:

1. Your CNA number and instructions.
2. A **Continue with other Type of Lodging** button that enables an alternate lodging tab (see Table 5-4) to help you look for commercial lodging.
3. A **Request Assistance in Booking Hotel** button, to ask the Commercial Travel Office (CTO) for help. (Caution: See Section 7.1)

Figure 5-6 – **DoD Lodging** Tab, No Rooms Available

If DTS experiences an error when connecting to the DLS, your actions depend on the type of failure. If an error is detected, DTS does not record a CNA number or limiting your lodging reimbursement. The error triggers an advisory notice to document the error as the reason you did not use DoD lodging (See Section 5.6.2). The two general categories of error are:

1. **DTS could not establish a link with DLS**: The system enables the **Request Assistance in Booking Hotel** button and one alternate lodging tab (see Table 5-4). You have three choices:
   a. Wait and try again later.
   b. Contact the DoD lodging facility (email, phone, etc.) to make reservations.
   c. Contact the CTO for help. (Caution: See Section 7.1)

2. **DTS establishes a link to DLS but registers an internal system error**: The system activates the **Request Assistance in Booking Hotel** button, but leaves all alternate lodging tabs disabled. You must troubleshoot the error (e.g., by calling the Travel Assistance Center [TAC] or following other local processes) and try again.

5.2.4 Preferred Lodging Tab

The **Preferred Lodging** tab (see Figure 5-7) is initially enabled when both of the following apply:

1. You are TDY to an ILP pilot location that is:
   a. Not an installation –OR –
   b. An installation, but you declined to use DoD lodging or DoD lodging had no available rooms.
2. At least one Preferred commercial lodging property that supports the TDY location returns available rooms.

Figure 5-7 – Lodging Screen, **Preferred Lodging** Tab

To make your reservation, use the **Select Hotel** button to choose a lodging property, and the **Select Room** button (Caution: see Section 7.2) to choose a room class. At this point, the **Request Assistance in Booking Hotel** button is disabled.

If you do not want to use an available Preferred commercial lodging option, select **Decline Preferred Lodging**. DTS provides a pop-up similar to the one in Figure 5-5. It warns you of the possible consequences of declining available, mandatory lodging. If you elect to continue, DTS:

1. Leaves the **DoD Lodging** tab enabled or disabled.[1]
2. Leaves the **Preferred Lodging** tab enabled.
3. Enables one of the 2 remaining lodging tabs.[2]
4. Leaves the other tab disabled.
5. Activates the **Request Assistance in Booking Hotel** button.

Notes:

[1]If you declined available DoD lodging, this tab is – and will remain – enabled; otherwise, it is disabled.

[2]DTS enables the **Govt Safety Compliant Lodging** tab if any rooms are available under it; otherwise, it enables the **Other Published Rates** tab.

The above actions are summarized in Table 5-5.

Table 5-5: Lodging Screen Functions, Preferred Lodging Available and Mandatory

Lodging Screen Functions, Preferred Lodging Available and Mandatory			
Tab	Name	Initial Status	After Declining Preferred Lodging
1	**DoD Lodging**	Can be either enabled or disabled	Does not change initial status
2	**Preferred Lodging**	Enabled	Enabled
3	**Govt Safety Compliant Lodging**	Disabled	Enabled if a room is available; otherwise disabled
4	**Other Published Rates**	Disabled	Enabled if no Govt Safety Compliant Lodging is available; otherwise disabled
N/A	**Request Assistance Booking Hotel**	Disabled	Enabled

5.2.5 Govt Safety Compliant Lodging and Other Published Rates Tabs

Either the **Govt Safety Compliant Lodging** or the **Other Published Rates** tab (see Figure 5-8) is initially enabled when both of the following apply:

1. You are TDY to a location that is not an ILP pilot location –OR–
    You are TDY to an ILP pilot location, but either you declined all available lodging options or no lodging options were available
2. Safety compliant facility has available rooms

The two screens' layouts and functionality are exactly the same, except that a different tab is active.

Because the JTR never mandates use of either lodging type, the Decline/Skip button is labelled **Skip This Hotel**. Select it if you do not want to reserve lodging at this location.

Figure 5-8 – Lodging Screen, **Govt Safety Compliant Lodging** Tab

To make your reservation, use the **Select Hotel** button to choose a lodging property, and the **Select Room** button (<mark>Caution: see Section 7.2</mark>) to choose a room class. The **Request Assistance in Booking Hotel** button is always active on these screens, as is the **Skip This Hotel** button. However:

1. The **DoD Lodging** and **Preferred Lodging** tabs can each be either enabled or disabled:
   a. One or both are enabled if you must use the lodging type and rooms are available.
   b. Both are disabled if you are TDY to a place that is not an ILP pilot location.
2. The other two tabs are never active at the same time; DTS enables:
   a. The **Govt Safety Compliant Lodging** tab if available lodging exists that meets FEMA and DoD safety and security requirements.
   b. The **Other Published Rates** tab if no FEMA/DoD-approved lodging is available.

The above actions are summarized in Tables 5-6 and 5-7.

Table 5-6: Lodging Screen Functions, Government Safety Compliant Lodging Available

Lodging Screen Functions, Government Safety Compliant Lodging Available
Tab	**Name**	**Initial Status**
1	**DoD Lodging**	May be enabled or disabled
2	**Preferred Lodging**	
3	**Govt Safety Compliant Lodging**	Enabled
4	**Other Published Rates**	Disabled
N/A	**Request Assistance Booking Hotel**	Enabled

Table 5-7: Lodging Screen Functions, No Government Safety Compliant Available

Lodging Screen Functions, No Government Safety Compliant Lodging Available
Tab	**Name**	**Initial Status**
1	**DoD Lodging**	May be enabled or disabled
2	**Preferred Lodging**	
3	**Govt Safety Compliant Lodging**	Disabled
4	**Other Published Rates**	Enabled
N/A	**Request Assistance Booking Hotel**	Enabled

5.2.6 Use of Preferred Commercial Lodging on Long-Term TDY

The JTR dictates a reduced per diem rate for long-term TDYs*. If you are on long-term TDY to a metro area at an ILP location, you must be careful. If all available Preferred commercial lodging rooms cost more than the reduced per diem limit, you must decline them or risk paying more than DoD will reimburse you.

Declining available Preferred commercial lodging lets you to search for lower-cost lodging, but generates a pre-audit flag (see Section 5.6.1). When that happens, include the reduced per diem rate in your justification.

Selecting lodging on other tabs is much simpler:

- **DoD Lodging:** Reduced per diem limits do not apply when you use DoD lodging, so you may always select DoD lodging, regardless of TDY length.

- **Govt Safety Compliant Lodging** and **Other Published Rates**: Simply select a room at or below your reduced per diem limit. If you can't find any, ask for CTO assistance.

* TDYs from 31 to 180 days at a single location receive a reduced per diem rate of 75% of the locality limit; TDYs over 180 days at a single location use a 55% rate.

5.3 Interim Screen When Modifying Reservations

When you use the Add New Lodging link on the Trip Summary screen (see Figure 5-11), DTS will may display an interim screen (see Figure 5-9) that has a link for each TDY location. The only time the interim screen will not display is for a single-location TDY to a destination that is not an ILP pilot location.

Figure 5-9 – Lodging Screen, Select a TDY Location

The Modify Search tools on the left are generally not editable for DoD lodging or Preferred commercial lodging. They are editable for other types of lodging.

Select any link to open the Lodging screen displaying the currently selected lodging choice for that location.

However, selecting the Change link on the Trip Summary screen takes you directly to the lodging screen for the selected location, while selecting the Cancel link removes the booked lodging without going to the Lodging screen at all.

5.4 ADA Requests for DoD Lodging

If you have reservations at a DoD lodging facility and need Americans with Disabilities Act (ADA) accommodations, DTS communicates your needs to the lodging facility in one of two ways:

1. Update your DTS profile to identify your needs under Lodging Preferences (see Figure 5-10). DTS sends them to the lodging facility every time you make reservations for DoD lodging.
2. Select the **Special Requests** link on the Lodging Details screen (see Figure 5-11) to request accommodations for the current trip.

When DTS sends your request, it displays a pop-up (see Figure 5-12) that explains that you must follow up with the lodging facility to see whether they can meet your needs.

Figure 5-10 – Traveler Profile – ADA Requirements

Figure 5-11 – Trip Summary Screen – Special Requests Link

Figure 5-12 – ADA Pop-up

5.5 DTS Preview Trip Screen

The DTS Preview Trip screen displays the following ILP pilot information (see Figure 5-13):

1. Whether you declined ❶ available, mandatory DoD lodging or Preferred commercial lodging.
2. Your CNA number (listed here as the "**Non-Availability Number**" ❷, if DTS received one. (<mark>Caution: see Section 7.1</mark>).

Figure 5-13 – Preview Trip Screen (Detail)

5.6 DTS Pre-Audit Trip Screen

DTS includes several lodging-related pre-audit flags and advisory notices. Pre-audit flags require a justification to the AO, to help determine whether to authorize full reimbursement for the chosen lodging type. Advisory notices are informational reminders that require no justification.

5.6.1 Pre-Audit Flags

The following four pre-audit flags address ILP pilot and other lodging issues:

1. **AVAIL DOD LDG NOT USED**: You did not use available, required DoD lodging.
2. **AVAIL PREFERRED LDG NOT USED**: You did not use available, required Preferred commercial lodging.
3. **LODGING NOT USED**: You did not select any available lodging.
4. **GOVT SAFETY REG NON-COMPLIANT**: You chose lodging that is not FEMA/DoD-approved (i.e., from the **Other Published Rates** tab).

On the Pre-Audit Trip screen (see Figure 5-14), you must justify **1** all of the above pre-audit flags. For items 1-3, you must also select one of the **Reason Codes** **2**. Items 3 and 4 could trigger on any document; they are not unique to the ILP pilot.

Figure 5-14 – Pre-Audit Trip Screen – Justification Area

The available lodging **Reason Codes** and a brief explanation of each are below. See Appendix C for a screenshot including full text in DTS.

1. **Too far away**: All available properties are an unacceptable distance from the TDY location.
2. **Mission requirements**: Using an available property would be detrimental to the mission.
3. **Lower rate available**: You found cheaper lodging elsewhere.
4. **Personal choice/limited reimbursement**: You chose to decline a required lodging option and will accept a limited lodging reimbursement.
5. **Military Lodging**: You will use cost-free lodging such as military barracks or medical facility.
6. **Lodging with family or friends**: Self-explanatory.
7. **Conference or Event**: You will attend an event that requires use of specific lodging.
8. **Contract Lodging**: A Government organization is paying all your lodging costs.
9. **Rental Housing:** You will use leased/rental housing at the TDY location.
10. **Exempt IAW JTR**: The JTR exempts this stay from mandatory DoD lodging use.
11. **CTO lodging assistance requested**: You asked the CTO to find appropriate lodging for you.

Additional note: You must ensure the **Per Diem Entitlements** screen reflects your actual lodging cost. For some of the above options (e.g., Contract Lodging) that cost is $0.00.

5.6.2 Advisory Notices

DTS also has a few advisory notices for the ILP pilot. They are:

1. **DOD LODGING NOT AVAILABLE**: Triggered when DoD lodging is not available. This advisory notice also displays the CNA number.
2. **DOD LODGING CONNECTION ERROR:** Triggered by a DLS transmission error that prevented DTS from receiving information from the DoD lodging facility.
3. **PREFERRED LDG NOT AVAIL**: Triggered when there is no availability in any Preferred commercial lodging property that supports the TDY location.

5.7 Lodging-Related Reports

Two lodging-related reports are available if you have access to the DTS Business Intelligence and Reporting Tool (BIRT). No other DTS permission levels or accesses are required. These reports help monitor travelers' lodging use.

Available reports are:

1. The **Non-Use CNA Report**: Extracts details from DTS documents belonging to travelers who were required to stay in DoD lodging, but it was unavailable. This is a good report to run to find a list of CNA numbers. (Caution: See Section 7.1)
2. The **Non-Use Lodging – Reason Justification Report**: Provides details from documents belonging to travelers who did not use mandatory, available lodging types. Details include the travelers' Reason Codes and justifications.

Here's a summary of how to run BIRT lodging reports:

1. Log into DTS.
2. From the DTS Welcome Screen, select the **Reports** tab.
3. Select the **BI and Reporting Tool** option on the drop-down list (see Figure 5-15). The BIRT Welcome screen opens.
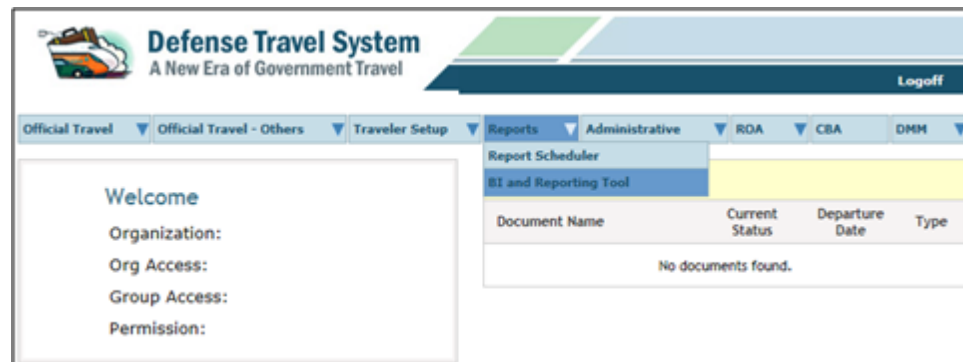
Figure 5-15 – DTS Welcome Screen, BIRT Access

4. On the BIRT Welcome screen, select **Continue** to enter BIRT. The Public Folders screen opens (see Figure 5-16).
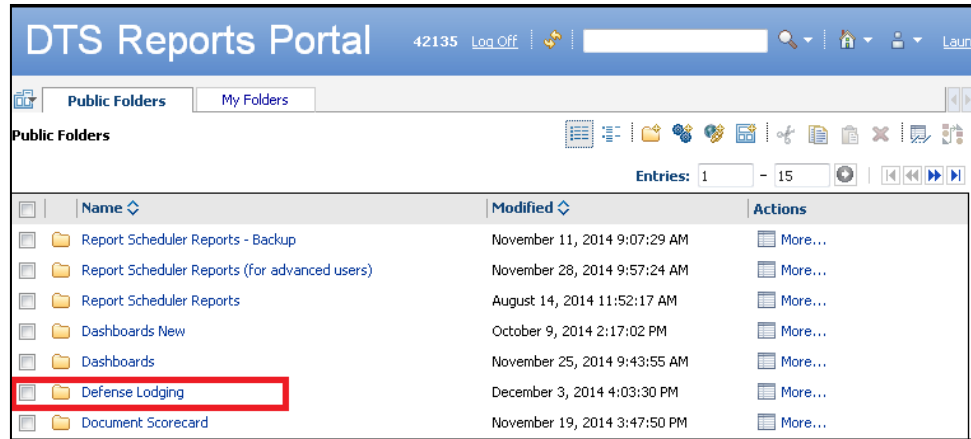
Figure 5-16 – BIRT, Public Folders Screen

5. Select **Defense Lodging**. The Defense Lodging folder opens; it contains both reports (see Figure 5-17).
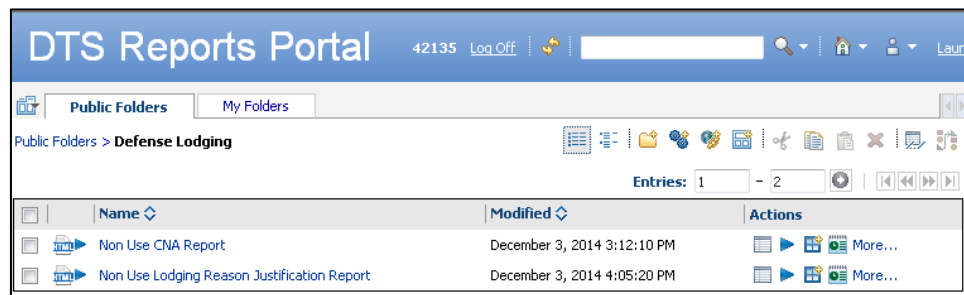
Figure 5-17 – BIRT, Contents of Defense Lodging Folder

6. Select the **Name** of the report you want to run. A screen opens displaying a set of report-specific search criteria.
7. Complete the search criteria and select **Submit**. When DTS has compiled all the requested information, the report opens.

For more information on how to run reports in BIRT, see the BIRT User Guide.

Section 6: Notes Specifically for the Authorizing Official

The purpose of this section is to provide a quick reference to aspects of the ILP pilot that are most pertinent to the AO. For this section only, "you" are the AO.

1. Arguably, the most important information is whether the traveler declined any available, mandatory lodging types. You can find that data in:
   a. The **Location** fields on the Trip Preview screen (see Figure 5-14)
   b. The flagged items and Advisory Notices on the Pre-Audit screen (see Figure 5-15)
   c. The Non-Use CNA Report (see Section 5.7)

2. If the traveler declined available, mandatory lodging, DTS automatically limits the traveler's lodging reimbursement as described in Section 3. You must decide whether to allow that limitation to stand or to allow the traveler to receive full lodging reimbursement. Use the traveler's pre-audit justifications to help you make that decision. You can find that information in:
   a. The flagged items on the Pre-Audit screen (see Figure 5-15).
   b. The Non-Use Lodging – Reason Justification Report (see Section 5.7).

3. If the traveler's justification isn't sufficient, do nothing to allow the reimbursement limitation to stand. However, if the traveler's use of alternate lodging was sufficient, you can override the reimbursement limitation by following the steps in Appendix A.

4. If you need to verify the traveler's CNA, you can find* it in:
   a. The **Location** fields on the Trip Preview screen (see Figure 5-14)
   b. The flagged items and Advisory Notices on the Pre-Audit screen (see Figure 5-15)
   c. The Non-Use CNA Report (see Section 5.7)

*This is only true if the CNA was provided through DTS. If the traveler or CTO obtained a CNA from the lodging provider, see Section 7.1.

Section 7: Cautions

7.1 Non-Availability Confirmation Numbers vs. CNA Numbers

BACKGROUND: When you request DoD lodging reservations through DTS, and no rooms are available, the lodging facility issues a non-availability confirmation number to DTS. DTS converts it into a CNA number by adding the 2-digit fiscal year and a lodging program code, and posts it to the **Location** area of the DTS Preview Trip screen (see Figure 5-13).

CAUTION: You can attempt to book DoD lodging outside DTS in one of two ways:

1. Contact the lodging facility (e.g., dodlodging.net, other online sites, email, telephone) directly: The lodging facility issues the non-availability confirmation number directly to you. You must enter it into DTS following your Component or local guidance.
2. Ask the CTO to contact the lodging facility for you*: The lodging facility issues the non-availability confirmation number to the CTO. The CTO inserts that number unchanged into to the **Comments from the Travel Agent** field on the DTS Preview Trip Screen.

In either case, DTS will not recognize the CNA, so it will not display in any of the locations described earlier in this Guide.

*Note: The CTO has no direct contact with DoD lodging facilities. If they contact the provider for you, they will do so the same way you could have (see step 1 above), and may charge a CTO "touch fee" for doing so. In other words, if you can't use DTS to book DoD lodging, consider saving DoD a few bucks by booking it yourself.

7.2 Preferred Commercial Lodging Property Website Links in DTS

BACKGROUND: You can find links in DTS that take you to Preferred commercial lodging property websites. These links are useful for gathering information about the property. Many of those websites contain tools that allow you to make lodging reservations.

CAUTION: JTR, par. 2405-A1 states that you should always try to make commercial lodging reservations through DTS or your CTO. Using the links on the lodging vendor websites before using DTS or contacting the CTO is a violation of that regulation. Further, vendors (particularly third party vendors) may not provide an itemized receipt as the JTR, pars. 1115-B2(b) and 4130-L2 requires.

7.3 Authorization Created After Travel Begins

BACKGROUND: When you have short-notice travel (A.K.A., "verbal orders of the commanding officer" or VOCO orders), you usually have to create your DTS authorization after the trip has started – and in a worst-case scenario, after it has ended.

ISSUE: You cannot create any lodging reservations in the past; you can only enter lodging costs. That being the case, the following sequence of events occurs when you create your authorization:

1. DTS recognizes the requirement to use DoD lodging or Preferred commercial lodging, but…
2. Without reservations, DTS cannot verify that you used the required lodging type, so…
3. DTS generates a pre-audit flag and limits your lodging reimbursement (see Section 3).

When you enter the justification for the pre-audit flag, include the comment that VOCO orders were in effect.

1. If you actually did use the mandatory lodging type, the reimbursement limitation isn't likely to adversely affect you. Since DoD lodging and Preferred commercial lodging are both routinely set lower than the per diem rate, DTS will set the limit at the amount you paid.
2. If you did not use the mandatory lodging type, you must adequately justify your use of the alternate lodging type or accept the reimbursement limitation.

7.4 Changing TDY Dates when Using DoD Lodging or Preferred Commercial Lodging

ISSUE: You made lodging reservations for an upcoming trip, then the trip dates changed. However, when using DoD lodging or Preferred commercial lodging, the **Check-In Date** and **Check-Out Date** in the Lodging screen's Modify Search area are not editable.

SOLUTION: Change your itinerary, then search for new reservation dates as follows:

1. Change your TDY depart/return dates and TDY location arrive/depart dates (for more information, see: *Adjusting/Amending an Itinerary and Reservations in an Authorization*).
2. Select Travel > Summary; the Trip Summary screen opens.
3. Select the **Change** link; when you acknowledge the pop-up, the interim Lodging screen opens (see Section 5.3).
4. Select the appropriate TDY location link; the Lodging screen opens (see Figure 8-1).
   a. The reservation dates ❶ reflect the original reservations.
   b. The **Check-In Date** and **Check-Out Date** ❷ match the updated TDY dates.
5. Select **Search** ❸; the Lodging screen (see Figure 5-2) opens. Use it as described in Section 5.2 to make lodging reservations for the updated trip dates.

Figure 8-1 – Lodging Screen – Changed Trip Dates

7.5 Changing Lodging when TDY to an ILP Pilot Location

ISSUE: You are going TDY to an ILP pilot location, and need to book two different lodging types on your authorization (e.g., you won't need lodging while on leave, or are relocating for mission reasons). As stated in Section 7.4, if you are using DoD lodging or Preferred commercial lodging, you can't change the **Check-In Date** or **Check-Out Date** in the Lodging screen's Modify Search area.

SOLUTION: Enter a new TDY location for each period that requires a different lodging type[*]. Example: You are going TDY to MacDill AFB. Your TDY dates, including travel days, are June 10-20. You will spend June 17-19 in Gibsonton, FL on field duty. Your TDY locations will be:

1. Location 1: June 10-17, MacDill AFB.
    a. You must include June 17 so DTS includes lodging for the night of 16-17 June.
2. Location 2: June 17-20, Gibsonton, FL.
    a. Overlap on June 17 because you will be at two locations on that day.
    b. Update the Per Diem Entitlements screen – in this example, you are on **Field Duty**.

*Notes:

1. If you do not need lodging at a TDY location that is an ILP pilot location (e.g., if Location 2 in the example was the city of Tampa, FL), decline both DoD lodging (if offered) and Preferred commercial lodging. Justify all resulting pre-audit flags (see Section 5.6).
2. If you are taking leave, but your local business rules do not allow you to list leave locations on an authorization, follow your local business rules instead.

Appendix A: Overriding Automatic Lodging Reimbursement Limits

If you are TDY to an ILP pilot location, and you decline to use available DoD lodging or Preferred commercial lodging, DTS limits your lodging reimbursement as described in Section 3. However, if you adequately justify your lodging choice, the AO can approve reimbursement for the full lodging cost. The process is similar to approving actual lodging, but the lodging cost is at or under per diem. Here's a brief look at how that works:

1. Log onto DTS and open the travel document.
2. Navigate to **Expenses** > **Per Diem Entitlements**.
3. Select **Edit** next to the first day the full lodging allowance applies; the Per Diem Entitlement Detail screen opens.
4. Use the calendar tool to select the last day the full lodging allowance applies.
5. Under Per Diem Rates > Lodging, enter the full locality lodging limit or the actual lodging cost, whichever is lower.
6. Select the **Actual Lodging** radio button.
7. Scroll down the screen and select **Save These Entitlements**.

For the AO: If you want to authorize/approve reimbursement of the traveler's full lodging cost, apply the APPROVED stamp. If you want to retain the limit on the traveler's lodging reimbursement, apply the RETURNED stamp and have the traveler remove the actual lodging request.

Notes:

1. For screenshots and an in-depth look at this procedure, see the portions of the DTS Document Processing Manual, Chapter 2 (authorizations) and Chapter 4 (vouchers) that pertain to actual lodging.
2. To request full reimbursement for a lodging cost that is over the locality per diem rate, follow the standard procedures for claiming actual lodging.
3. Be careful not to erase any other special per diem indicators (e.g., leave, field duty, meals provided) when you change the lodging cost. Remember that if different per diem allowances apply on different days, you must edit the screen multiple times.

Appendix B: Commercial Travel Office Interaction

B.1 CTO Books DoD Lodging or Preferred Commercial Lodging

The CTO can help book both DoD Lodging (==Caution==: see Section 7.1) and Preferred commercial lodging at ILP Pilot locations. Travelers usually request lodging reservations in one of four ways. Each appears below, followed by CTO and traveler actions.

1. **In DTS** by selecting lodging
   - CTO only performs electronic quality control; DTS does the rest

2. **Through DTS** by using CTO assist functions
   - If traveler made a specific request, CTO books per traveler's request
   - If traveler did not make a specific request, CTO books per DoD policy, if available
   - If requested DoD lodging is not available, lodging facility provides non-availability confirmation number; CTO relays it to traveler
   - If any requested lodging is not available, CTO notifies traveler per local policy
   - CTO posts reservations in DTS by updating existing record

3. **Outside DTS** by contacting CTO after selecting non-lodging reservations in DTS
   - Identical process to #2 above

4. **Outside DTS** by contacting CTO without selecting any reservations in DTS
   - If traveler made a specific request IAW DoD policy, CTO books per traveler's request
   - If traveler made a specific request not IAW DoD policy, CTO informs traveler of policy (unless JTR exception applies)
     - If traveler still wants to book lodging not IAW DoD policy, CTO books it
   - If traveler did not make a specific request, CTO books per DoD policy, if available
   - If requested DoD lodging is not available, lodging facility provides non-availability confirmation number; CTO relays it to traveler
   - If any requested lodging is not available, CTO books per DoD policy and notifies traveler per local policy
   - CTO provides itinerary to traveler – includes lodging information
   - Traveler enters reservation costs into DTS and may have to justify choices

B.2 CTO Provides CNA Number

When the CTO tries to book DoD lodging, but it is not available, they provide the non-availability confirmation number as provided by the DoD lodging facility (see Section 7.1) in the email that includes the traveler's invoice or itinerary.

Appendix C: Pre-Audit Reason Codes, Screenshot

Select	Reason Code & Description	Authority Source Reference
☐	**L1 - Too far away** Available properties are too far from TDY work location. Details must be provided in the comments field.	Joint Travel Regulations
☐	**L2 - Mission requirements** Available properties do not meet mission requirements. Details must be provided in the comments field.	Joint Travel Regulations
☐	**L3 - Lower rate available** A lower hotel rate was available at another property. Property name and address must be provided in the comments field.	Joint Travel Regulations
☐	**L4 - Personal choice/limited reimbursement** In accordance with the JTR, the reimbursement for a traveler that chooses to not use available government preferred lodging is limited to the negotiated rate that the government would have paid. Property name and address must be provided in the comments field.	Joint Travel Regulations
☐	**L5 - Military Lodging** Staying in military lodging that includes barracks, medical treatment facilities (DoD, VA, or Fisher House). You must adjust the cost on the Per Diem Entitlements screen to reflect the amount you actually paid for the room.	Joint Travel Regulations
☐	**L6 - Lodging with family or friends** In accordance with the JTR, a military traveler staying with family or friends is not authorized lodging reimbursement. Civilian travelers are only authorized reimbursement for documented extra costs incurred by the host. You must adjust the authorized lodging rate on the Per Diem Entitlements screen to zero or the documented extra costs incurred by the host.	Joint Travel Regulations
☐	**L7 - Conference or Event** Attending conference or event with prearranged lodging? Event name must be provided in the comments field if "Other" or "N/A" was selected when authorization was created.	Joint Travel Regulations
☐	**L8 - Contract Lodging** Lodging has been contracted by a government organization and costs will be billed to that office. Property name and address must be provided in the comments field.	Joint Travel Regulations
☐	**L9 - Rental Housing** Rental housing not available although the Reservation Module was used. You must adjust the cost paid on the Per Diem Entitlements screen to the amount you actually paid for your rental housing. Monthly lease payments must be prorated per day. DO NOT enter rental housing costs as a non-mileage expense. Property name and address must be provided in the comments field.	Joint Travel Regulations
☐	**L10 - Exempt IAW JTR** Details must be provided in the comments field.	Joint Travel Regulations
☐	**L11 - CTO lodging assistance requested**	Joint Travel Regulations

Figure C-1 – Reason Codes as Displayed in DTS

Appendix D: Acronyms

AAA	Automobile Association of America
ADA	Americans with Disabilities Act
AFB	Air Force Base
AO	Authorizing Official
BI	Business Intelligence
BIRT	Business Intelligence and Reporting Tool
CONUS	Contiguous United States
CNA	Certificate of Non-Availability
CTO	Commercial Travel Office
DLS	Defense Lodging System
DoD	Department of Defense
DTS	Defense Travel System
EUL	Enhanced Use Lease
FEMA	Federal Emergency Management Agency
GDS	Global Distribution System
GPS	Global Positioning System
IAW	In Accordance With
ILP	Integrated Lodging Program
JTR	Joint Travel Regulations
MCB	Marine Corps Base
NOAA	National Oceanographic and Atmospheric Administration
OCONUS	Outside the Contiguous United States
PAL	Privatized Army Lodging
PPV	Public-Private Venture
SES	Senior Executive Service
TAC	Travel Assistance Center
TDY	Temporary Duty
USA	U.S. Army
USAF	U.S. Air Force
USCG	U.S. Coast Guard
USMC	U.S. Marine Corps
USN	U.S. Navy
USPHS	U.S. Public Health Service
VOCO	Verbal orders of the commanding officer